



Personnel and Administrative Policy and Procedure

SUBJECT: Commute Options	EFFECTIVE DATE: January 15, 2008 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.7	CROSS REFERENCE:

Purpose: To encourage employees to utilize alternative forms of transportation in support of the Department of Environmental Quality's Employee Commute Options rule.

Definitions

Environmental Commute Options (ECO) Rule: A regulation established by the State of Oregon Department of Environmental Quality to assist in positively contributing to the air quality of the Portland Metro area by encouraging the reduction of single occupancy commute trips made to the workplace.

Objective: To reduce the number of single occupancy trips that employees make to and from work.

Scope: All employees.

Policy: Employees are provided with options for encouraging the use of alternative transportation.

Biking and /or walking to work: Each building, except for the library, has a shower facility, which enables walkers and bicyclists the opportunity to prepare for work after their commute.

Carpooling: Carpooling allows employees to share the commute with another employee from the City of Milwaukie or from a nearby organization. Carpool matching services are available to employees through www.CarpoolMatchNW.org.

Public Transportation: The City Hall, Library and Public Safety Building are situated on bus lines. Schedules are available at no cost at City Hall and the Public Safety Building. Bus tickets are made available to employees who wish to use public transportation to attend a work related meeting. Schedules for public transportation are also available on the Tri -Met website at www.tri-met.org.

Telecommuting: This offers employees the opportunity to work at a remote location one/two days per week. Telecommuting is available on a case-by-case basis consistent with the business needs of the City. Job and personal characteristics must match telecommuting arrangements. See attached agreement.

Guidelines for Use: For telecommuting, an employee needs to make a request to his/her supervisor and complete the telecommute application. The supervisor will determine if the position is suited for telecommuting.

Responsibilities

Employee:

- To consider alternative forms of transportation when available.
- To complete any required survey instrument of commute habits.

Supervisors:

- To review any telecommute requests received by an employee.

Human Resources:

- To periodically remind employees of commute options. To distribute and collect commute options surveys as required by the Oregon DEQ.
- To review any telecommute requests with the supervisors.

Attachment:

Telework Guidelines

Telework Authorization Form

Telework Activities Sheet